## REGULAR MEETING – MONDAY, MARCH 10, 2008 COUNCIL CHAMBERS AT CITY HALL – 500 CASTRO STREET 6:30 P.M.

#### 1. CALL TO ORDER

## 2. ROLL CALL

**Task Force Steering Committee Members:** Steven Bishop, Yvonne Farrell, Sue Graham, Deb Henigson, Christina Jaworski, Cynthia Kapphahn, Bruce Karney, Aileen La Bouff, Marn Yee Lee, Randy Potter and Janis Zinn.

**City Staff:** Steve Attinger, Environmental Sustainability Coordinator.

#### 3. ORAL COMMUNICATIONS FROM THE PUBLIC

This portion of the meeting is reserved for persons wishing to address the Task Force Steering Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Task Force Steering Committee from acting on nonagenda items.

## 4. MINUTES APPROVAL

Minutes for the March 3, 2008 meeting have been delivered to the Task Force Steering Committee members and copies posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

#### 5. **NEW BUSINESS**

## 5.1 BROWN ACT REQUIREMENTS

#### **Overview:**

City staff will respond to questions about the Brown Act asked by the Steering Committee and Members At-Large during the previous meeting.

#### **Recommendation:**

None.

## 5.2 AD HOC COMMITTEE GUIDELINES

#### **Overview:**

The Steering Committee, with input from Members At-Large, will discuss ad hoc committee guidelines.

#### **Recommendation:**

None.

#### 5.3 MASTER SCHEDULE

#### Overview:

The Steering Committee, with input from Members At-Large, will create a master schedule for the task force.

#### **Recommendation:**

None.

## 5.4 AGENDA

#### **Overview:**

The Steering Committee, with input from Members At-Large, will set the agenda for the next meeting.

#### **Recommendation:**

None.

# 6. TASK FORCE STEERING COMMITTEE/STAFF COMMENTS, QUESTIONS AND REPORTS

No action will be taken on any questions raised by the Task Force Steering Committee at this time.

## 7. ADJOURNMENT

SPA/8/PWK/916-03-10-08A-E^

## AGENDAS FOR BOARDS, COMMISSIONS AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to the Transportation, Property and Policy Division of the Public Works Department at (650) 903-6311.
- Interested persons may review the agenda and staff reports at the Public Works Department counter beginning at 4:00 p.m. the Friday evening before each regular meeting. A copy can be mailed to you upon request. Staff reports are also available during each meeting.
- SPECIAL NOTICE—Reference: Americans with Disabilities Act, 1990
  Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Public Works Department at (650) 903-6311 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.

## ADDRESSING THE BOARD, COMMISSION OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda.